

## HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 17-07

January 10, 2007

POSITION: Eligibility Technician

DEADLINE TO APPLY: OPEN UNTIL FILLED

CLASSIFICATION: Eligibility Technician (Bargaining Unit)

DEPARTMENT: Job and Family Services

LOCATION: 222 E. Central Parkway

Cincinnati, Ohio 45202

WORK HOURS: 80 Biweekly

FLSA STATUS: Hourly/Non-Exempt

SALARY: \$12.79 per hour

### Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

An associate degree or the equivalent of an associate degree (at least ninety-four (94) quarter credit hours or the equivalent in semester/trimester hours) with at least one three (3) hours course in each of the following: interviewing, office/information technology, basic mathematics, public relations, communications and nine (9) credit hours in English which must include basic grammar, writing skills and composition; or two (2) years experience in public contact work involving interviewing and collecting, organizing, analyzing and interpreting complex data; or equivalent. All candidates must be able to demonstrate strong oral and written communication skills and strong interpersonal relations skills.

### Listed below are the PREFERRED QUALIFICATIONS of the department:

One course in computer literacy or 3 months experience and one course in typing or terminal keyboard skills or demonstrated ability/experience in the use of such skills; experience in organizing and prioritizing work and in meeting deadlines; one course or 3 months experience in public speaking; demonstrated ability to work cooperatively with staff and supervisor and to work independently; professional office deportment; self-motivation; good judgment and attention to detail. Experience in Intake and/or Medicaid would be advantageous.

### Listed below is a brief summary of the JOB DUTIES:

Interviews applicants/recipients to determine and assess their employability and determines their eligibility for public assistance (i.e., Ohio Works First, Food Stamps, Medicaid, Prevention-Retention-Contingency), through office, home visits, and/or collateral conferences; collects comprehensive and complete data and enters into computer system(s); computes budgets; verifies all documentation submitted to support request for assistance in accordance with program guidelines; approves or denies applications; explains to participants their rights, responsibilities, required actions, and other available services through completion of the Personal Responsibility Agreement and Plan.

### HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department  
County Administration Building  
138 East Court Street, Room 707  
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

**NOTE:** Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.